

Example Coalition Membership Table

Here is an example of the kind of space-saving table that you can use to provide a variety of information about your coalition membership (RFA Section III, Part IV: Coalition Mission, Description and Organizational Capacity). You can use such a chart or table in either portrait or landscape format, depending on what fits better within the space limitations of your narrative. Except for the title, the font size used for this example table is 8 point.

The names and titles of members shown here are just examples, as are the headings in the column titled "Affiliations." In the column titled "Participation in the Planning Process" you could briefly describe the role each coalition member played in the prevention system and/or community prevention planning processes. In the column titled "Participation and/or Commitment to Implementation Process," you could summarize the commitments the coalition member has made to help strengthen the prevention system and/or implement the community substance abuse plan. You can use abbreviations (e.g., initials or numbers) to reduce the amount of space needed for the chart, as long as you provide a legend that describes what the abbreviations stand for (see example, below). Remember, the Statements of Commitment that are included in your application from coalition members should support the commitments you describe in this section. The Statements of Commitment can also be used to more fully describe the commitments that individual coalition members have made to the proposed initiative (guidance on Statements of Commitment are included in the RFA, Section III, part IX).

Remember, this is just an example. You could, for example, include a column that lists community substance abuse prevention initiatives currently aimed at your target population, with a space to note coalition members that are involved in those initiatives.

Feel free to design the kind of table or chart that works best for you, or to simply use text narrative to describe your coalition.

Coalition Membership										
Member Name and Title	Affiliation								Participation in Planning Process	Participation in—and/or Commitment to—the Implementation Process
	BH	E	PH	YSO	FC	LG	CBO	O		
(Name), Educational Service Unit # ---		X								
(Name), Community Health Educator			X							
(Name), Mayor of -----						X				
(Name), Pastor, local church					X					
(Name), case worker				X						
(Name), youth serving organization				X						
(Name), parent								X		
(Name), neighborhood association							X			
(Name), Police Chief						X				
(Name), Regional Prevention Center	X									

- BH: Behavioral Health; E: Education; PH: Public Health; YSO: Youth Serving Organization; FC: Faith Community; LC: Local Government;; CBO: Community-Based Organization; O: Other